



16319 Kettle River Blvd. • Columbus, MN 55025
phone: (651) 464-3120
website: ColumbusMN.us

APPLICATION FOR CONSIDERATION OF CONDITIONAL USE PERMIT, INTERIM USE PERMIT
RE-ZONING, SITE PLAN REVIEW, VARIANCE

APPLICANT:

Name: _____ Phone: _____ (Alt.): _____

Address: _____

City: _____ State: _____ Zip: _____

OWNER: (If other than applicant)

Name: _____ Phone (work) _____ (Alt.) _____

Address: _____

City: _____ State: _____ Zip: _____

Legal description of property: _____

Lot(s) _____ Block(s) _____ Additions(s) _____

Existing use of property: _____ Present zoning: _____

Action Requested: Please check (✓) Re-zoning _____ Site Plan Review _____ Variance _____

Conditional Use Permit _____ Interim Use Permit _____ SSTS Administrative Variance _____

Other (fill in) _____

Description of and reason for request (attach additional information and requirements if necessary)

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning and Subdivision Ordinances and current administrative procedures. I further acknowledge the explanation as outlined in the application procedures and hereby agree to pay all statements received from the City pertaining to additional application expense.

SIGNATURE OF APPLICANT: _____ DATE: _____

SIGNATURE OF OWNER: _____ DATE: _____



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CONDITIONAL USE PERMIT PROCEDURES & CHECKLIST FOR SUBMITTALS

Submittals:

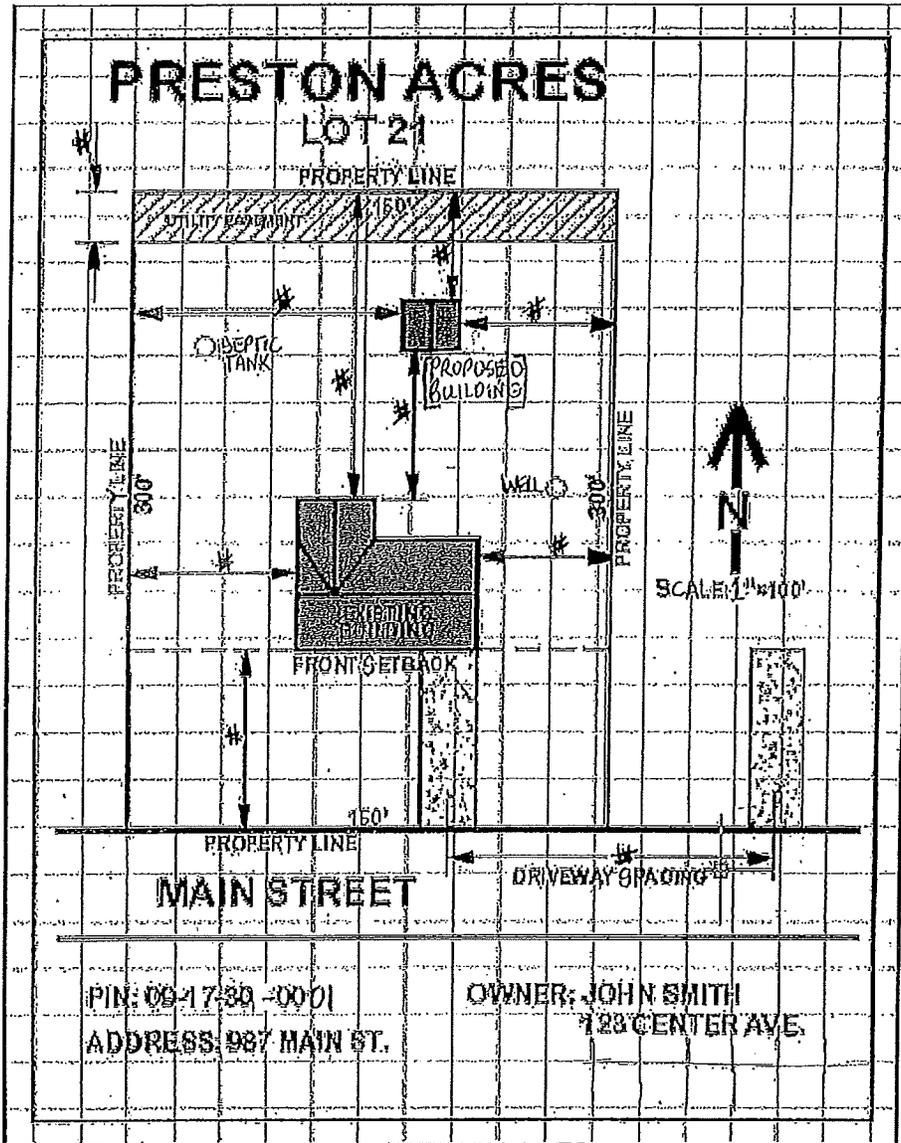
- ___ 1. Provide the following information on the application and file with the Zoning Administrator:
 - Name, address, and phone number of the applicant and property owner if not same person(s) or entity.
 - Legal description of property and a land survey **IF** the description is other than either a regular platted Lot or a simple fractional share of a land section
 - Description of existing use
 - Zoning District
 - Description of proposed Conditional Use
- ___ 2. Provide a drawing of the proposed site showing the location of all buildings, parking and unloading services, traffic access and traffic circulation, open space, landscaping, refuse and service areas, utilities, signs, yards, and other such information. (*See Sample Site Plan*)
- ___ 3. Provide a narrative statement evaluating the effect of such elements as noise, glare, odor, fumes, and vibration on adjoining property; a discussion of the general compatibility with adjacent and other properties in the District; and the relationship of the proposed use to the comprehensive Plan.
- ___ 4. Provide any other information that is recommended by the Zoning Administrator.
- ___ 5. Required Fees to be submitted with application:
 - Conditional Use Permit - \$200
 - Escrow for associated costs- \$1,500

Procedure following Application Submittal:

- ___ 6. Once application is complete, a public hearing date is set. The Planning Commission holds this hearing.
- ___ 7. At the conclusion of the public meeting, the Planning Commission shall adopt findings of fact and recommend approval or denial of the application to the City Council.
- ___ 8. The City Council shall act upon the conditional use permit application within 60 days of the date of which the completed application was filed with the Zoning Administrator unless notice of an extension of the review period has been agreed to by the Applicant.
- ___ 9. All conditional permits are issued with a probationary status and are reviewed 1 year from the date of issuance to determine if all conditions have been met. If the property is found in full compliance with the conditions, probation will be lifted and further reviews will only be in response to complaints and inquiries.
- ___ 10. If the permit review discovers that some or all of the conditions have been violated, the Planning Commission shall direct the property owner to correct the conditions. If the conditions are not voluntarily corrected, the Planning Commission will conduct proceedings and a public hearing to determine if the permit should be revoked.
- ___ 11. Permit expires automatically if the Conditional Use is never implemented or ceases for more than 1 year.

NOTE: This outline it is intended to provide a general statement of the process of obtaining a conditional use permit in the City of Columbus. For exact requirements you should refer to the Columbus City Ordinance. The conditional use permit regulations (Section 7A-540 through 7A-549) are found in the Zoning Code and are available on the website: www.ColumbusMN.us.

Columbus - Sample Site Plan



Site plan must show the following:

- Street Address
- North Arrow & Scale Reference. (Site plans must be drawn to scale).
- Site boundary line shown as a series of long lines and dashes
- All buildings located on the property. (Show building's footprint as a heavy solid line).
- All street names that adjoin the property
- All hardscape features such as sidewalks, driveways
- Dimensions that locate buildings should intersect property line to provide frame of reference
- Miscellaneous notes about other significant features (fences, pools, etc.)
- Note: "#" on sample site plan should be replaced with a dimension number.